


28 January 1953

MEMORANDUM FOR: IAC Members of the EIC and Chairman
and Secretaries of EIC Subcommittees

SUBJECT: Transmittal of Semi-annual Progress Report by the EIC
Subcommittee on Requirements and Facilities for Collation

1. The EIC Subcommittee on Requirements and Facilities for Collation has the responsibility for serving the substantive subcommittees of the EIC by augmenting, coordinating, and guiding collection activities related to the collection of economic information. At the same time the substantive subcommittees are responsible for identifying through surveys the critical collection deficiencies and for notifying the Requirements Subcommittee of these critical deficiencies.

2. In this regard the semi-annual progress report of the Requirements Subcommittee is of special interest to all the subcommittees of the EIC. Your attention is directed to part five (5) of the report outlining the future program of the Requirements Subcommittee.


Executive Secretary
Economic Intelligence Committee

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23 January 1953

SEMI-ANNUAL PROGRESS REPORT

EIC Subcommittee on Requirements and Facilities for Collation

I. PROJECTS COMPLETED

- A. Report on Foreign Language Material. On 22 December 1952 the Subcommittee transmitted to the EIC Secretariat its report with recommendations, on the handling of foreign language documents of interest to the economic intelligence analyst.
- B. SE-27. The Subcommittee participated in the survey of intelligence deficiencies revealed in Special Estimate #27, and prepared a report to the Chairman, EIC, on the status of guidance to collection agencies for the collection of information on the Chinese Communist economy.

II. CONTINUING PROGRAMS

- A. Central Indexing. Although the Working Group on Central Indexing has been dissolved, the Subcommittee continues its efforts to develop methods whereby economic intelligence analysts would have speedy access to the total available documentation on any one subject.
- B. Foreign Service Economic Reporting. The Subcommittee continues to act in behalf of the IAC in coordinating the needs of the intelligence community for economic reporting on a post-by-post basis by the Foreign Service. Reporting programs have been completed for approximately 97% of the foreign service missions.

The Subcommittee is engaged also in a program sponsored by the Division of Foreign Reporting, State Department, for evaluating on a post-by-post basis the adequacy of reporting under this new pro-

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III. PROJECTS PENDING

- A. Peripheral Reporting. Further study by the Subcommittee of the peripheral reporting program was deferred pending the completion of on the spot surveys of the various posts by a State Department official. The Subcommittee will again consider this problem upon receipt of his report.
- B. Telecommunications. The project of the Working Group on Telecommunications to prepare comprehensive requirements for Foreign Service reporting has been absorbed by the newly created Subcommittee on Electronics and Telecommunications. The program has been expanded to cover all requirements in the telecommunications field, not just those for collection by the Foreign Service. A catalog of requirements has now been prepared. The Subcommittee awaits its receipt together with recommendations for the allocation of responsibility for collection of the various categories of information by the several collection agencies.
- C. Civil Aviation Reporting. In response to a request from the Department of State, the Subcommittee arranged for the preparation of IAC requirements for foreign service reporting on civil aviation. This work is being done by the Transportation Subcommittee and will be reviewed by this subcommittee as soon as it is completed.
- D. Minerals Reporting. The final proposal of the Minerals Working Group is now under consideration by the Subcommittee and, when approved, will be forwarded to the Department of State to be incorporated into the comprehensive economic reporting program.
- E. Petroleum Reporting. The Subcommittee has reviewed a proposal on petroleum reporting prepared by the Petroleum Subcommittee. This proposal, like that of the Minerals Working Group, is designed to supersede the petroleum reporting requirements of the comprehensive economic reporting program. This proposal will be referred back to the Petroleum Subcommittee for revision along the lines of the Minerals paper.

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IV. SUPPORT RENDERED BY THE SUBCOMMITTEE

- A. Monthly List of Russian Accessions and the Slavic Union Catalog. The Subcommittee endorsed a request from the Library of Congress for increased CIA support for these publications.
- B. Central Card Catalog of External Research Projects. The Subcommittee considered and signified its approval in principle of the plan to establish within State Department, External Research Staff, a central card catalog of all classified external research projects sponsored by Army, Navy, State, Air, MSA, and CIA.

V. FUTURE PROGRAM

- A. The Subcommittee will in the future continue to devote its efforts to the accomplishment of its three primary objectives:
 - 1. To ascertain the needs of intelligence analysts for economic information;
 - 2. To develop appropriate measures for augmenting, coordinating, and guiding collection activities; and
 - 3. To improve the means whereby information already collected is made readily available to the analyst.
- B. In the pursuit of objective 1., the Subcommittee will render all possible support to the substantive Subcommittees in the preparation of their statements of requirements resulting from studies of gaps and deficiencies. Specifically, the Subcommittee will develop and publish a guide to the preparation of requirements. This guide, based upon experience gained thus far, will be designed to achieve consistency and to insure maximum guidance to the collector.
- C. It is the intention of the Subcommittee to analyze requirements statements emanating from the other Subcommittees with a view to making appropriate allocation of collection responsibility in accordance with the capabilities of the several collectors.
- D. The Subcommittee will attempt to develop an experimental collection program for one foreign post whereby all collectors are guided by one comprehensive collection program for economic information for a period of one year, after which a thorough analysis of results

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would be made to determine whether or not the needs of the consumer had been better satisfied. This experimental program would allocate more precisely than has hitherto been attempted collection responsibility for the various categories of economic information to insure that duplication of effort is kept to a minimum. The program would further be designed to encourage a much closer degree of cooperation in the field.

- E. The Subcommittee recognizes its responsibility to explore further the problem of organizing existing research materials to insure ready availability to the consumer, and in this connection will coordinate its efforts with those of the CIA Central Indexing group, the CIA Library Resources Section, and the IAC Informal Committee of Librarians.
- F. The Subcommittee will consider the need to study the adequacy of services rendered by the several collection and processing activities of the IAC.
- G. The Subcommittee recognizes its continuing responsibility to develop on an inter-agency basis, as appropriate, new sources of foreign economic intelligence information.

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CIA No. 439995
13 December 1952

MEMORANDUM FOR: Secretary, Economic Intelligence Committee

SUBJECT : Working Group on Central Indexing

As indicated in the minutes of its meeting of 23 September 1952, the Subcommittee on Requirements and Facilities for Collation has dissolved its Working Group on Central Indexing, and forwards the attached final report of this Working Group to the EIC with the following comments:

1. Definition of the Problem - At the time of its establishment, the Subcommittee on Requirements and Facilities for Collation was charged by the Chairman of the EIC with developing and submitting recommendations for the establishing of methods whereby economic intelligence analyst would have speedy access to the total available documentation on any subject of interest or concern. The Subcommittee was requested to consider, in its pursuit of this objective, the feasibility of establishing a central indexing system for documentary material containing economic information on foreign areas.

2. Discussion - There exist in Washington and elsewhere in the US today numerous reservoirs of specialized knowledge and competence. That they have not been effective assistance to economic intelligence research seems due to three factors: (1) these reservoirs of information have not been located and identified on a systematic basis; (2) mechanisms do not exist which ensure that all available data on specific fields is channeled to such reservoirs; (3) some reservoirs now existing are unable systematically to organize or digest the material they are receiving.

Establishment of a central index for documents of economic intelligence value presents serious administrative and technical problems. A central index will duplicate to some extent the present indexing activities of other IAC agencies. It is clear from discussions which have been held among the agencies that each agency requires its own index files of selected materials to meet its own administrative and research needs. It is also clear that no agency can or will give up all its activities in this regard in favor of a central index.

The magnitude of the task of central indexing in terms of the bulk of material to be indexed cannot be specifically stated, but it is undoubtedly very large. There are in various stages of development a number of devices, mechanical and electronic, which, in theory, are capable of organizing large masses of documentary material in a systematic and meaningful manner. There appears at this time to be no consensus among

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experts in this field as to the precise capabilities and limitations of these various devices; it is safe to state, however, that none of them now offers a complete and satisfactory solution to the problem of controlling informational documents for intelligence purposes. It is not possible at present to estimate the cost of establishing and conducting a central index utilizing one or other of these devices. The cost would certainly be high, and the Subcommittee can reach no decision as to whether the expenditure of funds necessary would be justified by the benefits to be derived.

3. Conclusions - From its examination of this problem, the Subcommittee concludes that indexing is but one of several tools which must be employed to furnish analysts with information they require.

The Subcommittee recognizes the urgent necessity of improving and supplementing existing mechanisms for providing analysts with information which already exists and is available. The Subcommittee believes that at the present time progressive improvement can be accomplished, not by concentrating efforts on one tool - indexing - to perform the whole task, but by selectively strengthening and making more effective all the tools - indexing, library services, existing reservoirs of knowledge, foreign language service, and collection and dissemination procedures - which contribute to making information systematically available to analysts.

4. Recommendations - The Subcommittee recommends:

- a. that the EIC note the attached final report of the Working Group on Central Indexing and the Subcommittee's comments thereon;
- b. that further consideration of the matter of establishing a system of central indexing be deferred until such time as it has been demonstrated that facilities and/or devices exist which are capable of indexing satisfactorily the large masses of material available to the intelligence community;
- c. that the CIA Librarian establish an informal working committee of IAC librarians, to meet regularly for the discussion and resolution of mutual problems, and that such working group keep this subcommittee informed of its activities as they pertain to economic intelligence.
- d. that the EIC note the intention of the Subcommittee to devote attention to improving and augmenting existing activities concerned with the availability of economic information, along the following lines:

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- (1) to provide guidance and support to the Resources Section, CIA Library, program to mobilize overt and classified source materials in support of intelligence research (as outlined in the attached prospectus).
- (2) to arrange, through the Office of Collection and Dissemination, CIA, for the receipt, on a semi-annual basis, of reports on the status of development of techniques, facilities and equipment designed for or capable of indexing large volumes of documentary information.

THEODORE H. NORDBECK
Chairman,
Subcommittee for Requirements
and Facilities for Collation

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Resources Section, CIA Library

P R O S P E C T U S

INTRODUCTION

Program planners of the research offices of CIA began in the summer of 1951 an intensive re-examination of the problem of mobilizing overt and classified source materials in support of intelligence research. As a result of inter-office discussions, OCD was charged with planning and initiating a new operation for reporting to analysts on reference facilities and resources.

PROGRAM

Authority was finally received by the CIA Library on 1 May 1952 to establish a Resources Section to provide the following reference services to CIA Offices in particular, and the IAC in general:

1. Preparation and maintenance of a Handbook of Intelligence Research Facilities - (to be limited initially to IAC Agencies; to provide comprehensive descriptions of collections and collection policies.)
2. Preparation of a Guide to Intelligence Reference Works - (to report by area and by subject the working tools - indexes, catalogs, handbooks, translation services, etc. - with which the researcher should be familiar in performing his research assignments.)
3. Field searches for source materials according to briefings from researchers.

A staff of six including a Section Chief, four librarians and a secretary was authorized. It is expected that the full staff will be on hand by the end of FY53. The Section will develop procedures for a) compiling of Agency requirements, b) performing reconnaissance, c) evaluation of resources with the assistance of subject specialists, d) collection of catalogs and source materials of established value to CIA and e) utilizing resource information in support of research projects. It is estimated that the Section can complete draft guides (parts 1 & 2) by January 1954.

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7 October 1952

MEMORANDUM FOR: Mr. Theodore M. Nordbeck, State
Chairman, Sub-Committee on Requirements and
Facilities for Collation of the Economic
Intelligence Committee

SUBJECT : A Program for Interlibrary Cooperation within the
IAC - Report of Working Group on Central Indexing

Introduction: The EIC Sub-Committee on Requirements and Facilities for Collation established in March 1952 a Working Group on Central Indexing to investigate documentation procedures and their coordination within the IAC. The Working Group has discussed the subject on various occasions during the subsequent months for the purposes of defining problems and agreeing on immediate steps which might be taken pending resolution of major questions.

Problem:

To identify and coordinate within the field of IAC documentation all member library activities concerning:

- 1) collection responsibilities and programming
- 2) control and indexing of documents
- 3) inter-agency access to research materials

Discussion: The Working Group discussed the subject under the two broad categories of "open literature" and "classified literature".

A. Open Literature - There was tacit agreement in the Group that for this area the resources of American publishing and librarianship were sufficiently organized and accessible to encourage freedom of program to IAC libraries. Short of unification of IAC libraries in terms of budget, staff, housing, etc., this freedom of program would promote autonomy in the acquisition and control of English language materials. On the other hand, close cooperation or even delegation of responsibility to a selected institution may arise in handling 1) difficult language materials, 2) specialized subject materials or 3) collection problems involving security, use of unvouchered funds, contracts for outside service or complications raised by foreign and U.S. government measures for control of propaganda, protection of technical information and control of foreign or dollar currencies.

The Group acknowledges that a considerable degree of cooperation already exists between IAC libraries in the solution of open literature problems. CIA promotion, with IAC endorsement and for the

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lar listing of USSR periodical contents and subject indexing of Russian books in the USA are perhaps the outstanding examples. The heavy traffic in interlibrary loans constitutes the principal form of daily contact between IAC libraries. PPO and Attache programs for procurement of foreign publications comprise a third form of continuing active cooperation.

B. Classified literature - The Working Group was unable even to define the existing objectives of IAC libraries. Without common understanding in this area the Group could not proceed to a competent discussion of division of responsibilities between libraries or elimination of duplication of effort in the principal documentation fields of collection, subject indexing and reference use.

There was agreement that an approach to this field would need to define:

- 1) the source materials for which each library would accept record responsibility.
- 2) the scope and methods for development of a unified subject classification scheme.
- 3) measures for control of document enclosures including:
 - a. coordination with overt collection programs
 - b. announcement of accessions
 - c. IAC accessibility through prompt union cataloging and/or dissemination of microfilm copy
 - d. adoption of common inter-library loan procedures assuring predictable service to all customers

Conclusions:

The EIC assignment to the Working Group raises questions of modification of existing library structures which cannot in the latter's opinion be dealt with under EIC time schedules. The need for amendments of library authority from parent organizations together with the obstacles of inadequate staff and funds place the development of a comprehensive program beyond the capacities of the Working Group.


Recommendations:

- a) that the EIC subcommittee dissolve the Working Group on Central Indexing.
- b) that the subcommittee go on record advising the maintenance of an informal committee of IAC librarians. This committee should meet regularly to discuss IAC library programs, to negotiate exchange training of staff members

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and to propose and execute programs for cooperative procurement, indexing and reference service. The Committee should report on its activities annually for the benefit of IAC agencies and the present Subcommittee of the LIC.


Chairman, Working Group
on Central Indexing

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